



MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: **CHILD PLACEMENT WORKER-2 Positions**

SALARY RANGE: NEGOTIABLE

LOCATION: CHILDREN AND FAMILY SERVICES (CFSA)

JOB DUTIES: Under the supervision of the Indian Child Welfare Program Coordinator, the *Child Placement Worker* will assist Indian Child Welfare (ICW) program staff in locating and determining appropriate foster care placement for Muscogee (Creek) children in the custody of CFSA, the Oklahoma Department of Human Services (DHS) and child welfare agencies in other states. Assist Indian Child Welfare staff in locating and determining appropriate foster family homes for children requiring foster care placement. Work with DHS and child welfare agencies in other states in locating and determining appropriate adoptive family homes for children requiring adoptive care placement. Respond to notices of adoptions under the ICWA. Assist Child Placement Specialist in completing interviews and home study assessments of potential foster care and adoptive placements. Assist families with adoption proceedings in tribal and state courts. Maintain data base of tribal foster and adoptive family resources. Complete monthly, quarterly and/or annual statistical and/or narrative reports. Attend trainings, workshops and educational programs. Maintain caseload and case files.

QUALIFICATIONS: **Minimum Requirements:** Bachelor's Degree in Social Work or other related field and one (1) year experience in professional social worker. Must have a valid Oklahoma Driver's License. Must submit to and pass all necessary background checks and drug testing.

Preferred Requirements: Bachelor's Degree in Social Work or other relevant human service field and three (3) years' experience in professional social work; or Master's Degree in Social Work or other related field and one (1) year experience in professional social work.

Special Considerations: Knowledge of Muscogee (Creek) language and culture.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED
MUSCOGEE (CREEK) and INDIAN PREFERENCE**

APPLY ONLINE AT: www.muscogeenation-nsn.gov